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CONFIDENTIAL
MINUTES
TRAINING OFFICERS MEETING

Thursday
21 Oct 54

Document No. 039

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 1 Feb 78 By: b22

ATTENDANCE:

25X1A

25X1A

UNFINISHED BUSINESS:

1. Progress Report on Regulation re Training Material for Foreign IS

25X1A

25X1A

presented a draft regulation prepared by him and Mrs. on the subject of the release of training materials for foreign intelligence services. Mr. requested time to review the draft prior to its publication.

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25X1A

2. Medical Clearance for Training

25X1A

In continuance of the previous discussion on medical clearance for training at Mr. suggested that Mr. document the cases in which medical clearance had been denied and refer this problem to the Chief of Operations, DD/P for action by DD/P and the Medical Office.

25X1A

25X1A

3. Administrative Refresher Course

It was reported that the Administrative Refresher Course tentatively scheduled for 29 November could be offered in Room 155, and the course would be presented provided that a sufficient number of students were enrolled.

25X1A

4. Requirement for CFA Capsule

25X1A

raised the question regarding requirements for the CFA capsule, second running. It was the consensus that no firm requirement existed for repeating the CFA capsule at this particular time.

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NEW BUSINESS:

1. Report on Area, Language, and External Training

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[REDACTED] made a presentation of the new system the Office of Training will employ in its reports to the operational components of the Agency. This reporting system will replace the quarterly report formerly provided by the Office of Training, and will be issued 31 December and 30 June of each year.

The new report provides each component of the Agency with a specific record of the training performance of personnel of the component during the period covered by the report. It includes detailed cost data as well as the student's performance in training and evaluation of the results of the training he received. Specimen copies of the reports form were distributed to all Training Officers present. It was agreed that a similar presentation should be given for the divisional training officers of the Clandestine Services the following day.

2. Assignment of Personnel to Training Staff

25X1A

[REDACTED] reported upon their visits to division and staff chiefs within DD/P on the subject of OTR needs for operationally experienced instructional personnel. They reported that division chiefs concerned were sympathetic with OTR's problem in this respect and would forward to OTR the files of personnel who could be made available to serve a tour with OTR either as instructors or in other capacities. Commitments in this respect were obtained from each staff and division within DD/P.

3. Coordination of Assignment of Student Papers

25X1A

[REDACTED] emphasized the desirability of coordinating the selection of topics to be treated by students in training courses with their supervisors in order that such papers would be more directly related to the interest of the student's sponsoring division and branch. It was considered that this objective could be met in most instances. [REDACTED] agreed to make a list of courses requiring written theses and to discuss with the instructors the possibility of such coordination in the future.

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4. Need for Flexibility in Applying Course Prerequisites

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[REDACTED] pointed out the need for flexibility in the policies prescribing prerequisites for specialized and advanced courses. Mr.

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[REDACTED] pointed out that this was a matter of judgement and common sense, and that fullest consideration should be made by Training Officers and supervisors in evaluating the prior experience and study—as well as formal training of the individual—when recommending waivers.

NOTE:

Amendment to Minutes, Training Officers Meeting, 7 October 1954,
See "NEW BUSINESS" - item 2, page 3

25X1A

"In reply to an inquiry from [REDACTED], it was stated that training credit will not be granted for the seminar, since it is not a formal training course."

Change to read as follows:

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"In reply to an inquiry from [REDACTED], it was stated that training credit will not be granted toward the 5% quota, since the seminar is not a formal training course."

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